

Code of Ethics; Committees

1.35—Conflicting employment

A member of the Senate shall not allow his personal employment to impair his independence of judgment in the exercise of his official duties.

1.36—Undue influence

A member of the Senate shall not use his influence as a Senator in any matter which involves substantial conflict between his personal interest and his duties in the public interest.

1.37—Disclosure and disqualification

A Senator shall disclose any personal, private, or professional interest in a bill which would inure to his special private gain or the special gain of any principal to whom he is obligated. Such disclosure shall be filed with the Secretary of the Senate for reporting in the Journal immediately following the record of the vote on the measure. Such disclosure may explain the logic of voting or of his disqualification.

1.38—Senate employees and conflicts

Senate employees shall be accountable to the intent of this rule.

1.39—Advisory opinions

All questions relating to the interpretation and enforcement of these Rules touching upon legislative conduct and ethics shall be referred to the Committee on Rules and Calendar or shall emanate therefrom. A member of the Senate may submit a factual situation to the Committee on Rules and Calendar with a request for an advisory opinion establishing the standard of public duty. The Committee shall enter its opinion responding to each inquiry. All opinions shall, after hearing, be numbered, dated, and published in the Journal of the Senate. No opinion shall identify the requesting Senator without his consent.

1.40—Penalties for violations

Separately from any prosecutions or penalties otherwise provided by law, any Senator determined to have violated the requirements of the rule regulating ethics and conduct may be censured, reprimanded, or expelled. Such determination and disciplinary action shall be taken by a two-thirds (2/3) vote of the Senate, upon recommendation of the Committee on Rules and Calendar. The Committee, before making said recommendation, shall conduct a hearing after giving reasonable notice to the Senator alleged to have violated this rule and grant said Senator an opportunity to appear at the hearing.

RULE TWO

COMMITTEES, OFFICERS, MEMBERS, VOTING, MOTIONS, DECORUM AND DEBATE

PART ONE—COMMITTEES ORGANIZATION, DUTIES AND RESPONSIBILITIES

2.1—Standing committees; standing subcommittees

Permanent standing committees and standing subcommittees, when created and designated by rule of the Senate, shall exist and function both during and

Committees — powers and responsibilities

between sessions. The President shall appoint the membership of the following named standing committees and standing subcommittees provided that each standing committee shall consist of not less than five (5) members:

AGRICULTURE
COMMERCE
EDUCATION
GOVERNMENTAL OPERATIONS
HEALTH AND REHABILITATIVE SERVICES
JUDICIARY – CIVIL
JUDICIARY – CRIMINAL
NATURAL RESOURCES AND CONSERVATION
RULES AND CALENDAR
TRANSPORTATION
WAYS AND MEANS
Subcommittee A
Subcommittee B
Subcommittee C

Each standing committee or the chairman thereof may appoint, from time to time, a select subcommittee to study or investigate a matter falling within the jurisdiction of the standing committee or to consider a bill referred to it. Select subcommittees shall be regulated by the Senate Rules of Procedure regulating standing subcommittees, except that select subcommittees shall be in existence for only that time necessary to complete their assignments and report to their standing committees. The advisory reports by select subcommittees whether favorable or unfavorable shall be reviewed by the standing committee and accepted, amended or rejected by majority vote.

2.2—Powers and responsibilities of committees

Permanent standing committees and standing subcommittees are authorized: (a) to maintain a continuous review of the work of the state agencies concerned with their subject areas and the performance of the functions of government within each such subject area. The standing committee or subcommittee is authorized to invite public officials and employees and private individuals to appear before the standing committee or subcommittee for the purpose of submitting information and may require reports from departments performing functions reasonably related to the committee jurisdiction.

(b) In order to carry out its duties, each standing committee or subcommittee is empowered with the reasonable right and authority to inspect and investigate the books, records, papers, documents, data, operation, and physical plant of any public agency in this state.

(c) In order to carry out its duties, each standing committee or subcommittee may request of the President the issuance of subpoenas and subpoenas duces tecum and other necessary process to compel the attendance of witnesses and the production of any books, letters, or other documentary evidence desired by such committee. The President may issue said process on behalf of the standing committee or the chairman thereof. Any member of such standing committee or subcommittee, may administer all oaths and affirmations, in the manner prescribed by law, to witnesses who shall appear before such committee for the purpose of testifying in any matter about which such committee may desire evidence.

Committees — reports, staffing, meetings, bills recommitted

2.3—Committee reports prior to session

Prior to the convening of each regular session of the legislature, each standing committee shall prepare a report of its findings, recommendations, and proposed legislation, and file same with the President of the Senate and the Secretary of the Senate.

Prior to the convening of each regular session of the legislature, each standing subcommittee shall prepare a report of its findings, recommendations, and proposed legislation, and submit same to the chairman of the standing committee for consideration by such committee.

2.4—Committee staffing

A committee, through its chairman, shall be authorized the services of such personnel as may be necessary to carry out its duties and functions, subject to such guidelines and criteria as may be authorized by the President, and subject also to the pay and classification code of the Senate, provided that the President may authorize the joint utilization of personnel with the House of Representatives and may authorize the Senate to participate in the cost.

2.5—Committee utilization of federal funds

No committee or Senator shall make application for or utilize federal funds, personnel, services, or facilities unless approval by the Committee on Rules and Calendar is first obtained.

2.6—Notice of meetings

Notice of meetings of standing committees or standing subcommittees shall be published in the daily calendar. No committee shall consider any bill unless proper notice thereof shall have been published in the calendar for the legislative day preceding and the day of such committee meeting. The chairman of a committee or subcommittee or in his absence, the vice chairman, shall provide the Secretary's office with written information concerning meetings, which shall include the date, time and place of the meeting together with the name of the introducer, short title, and number of each bill to be considered.

Before any standing committee or standing subcommittee of the Senate holds a meeting while the legislature is not in session, a notice of said meeting, with the number of each bill to be considered, stating date, time and place, shall be filed with the Secretary of the Senate at least fourteen (14) days prior thereto. The Secretary shall give notice to the membership at least seven (7) days prior to said meeting.

2.7—Bills recommitted

Any bill reported by any standing committee without proper notice having been published in the daily calendar shall be recommitted to the committee reporting the same upon the point of order being made within two (2) days after such report is printed in the Journal. The committee to which the bill is thus committed shall proceed to reconsider it and shall report on it as if originally referred.

Any bill reported by any standing subcommittee to its standing committee without proper notice having been published in the daily calendar shall be recommitted to the subcommittee reporting same upon the point of order made during the standing committee meeting at which the bill was reported by the

subcommittee. The subcommittee to which the bill is thus committed shall proceed to reconsider it and shall report on it as if originally referred.

2.8—Notice of hearing; publication

For publication in the daily calendar, notice of standing committee or standing subcommittee meetings shall be delivered to the Secretary's office in writing by 4:30 p.m. on the day preceding its intended publication, unless such day should be on a Friday, in which event such delivery shall be by 2:30 p.m. Hearing notices shall appear in the daily calendar.

2.9—Committee meetings; committee meetings after 50th day

Each standing committee and standing subcommittee shall consider, as expeditiously as is reasonably possible and proper, the public business assigned to it. For the purpose of facilitating this, the President shall group the standing committees and subcommittees in such manner as to provide each with an opportunity to meet without conflicting with the meetings of other committees to which members have been appointed.

The Committee on Rules and Calendar shall with approval of the President, provide a schedule of days, hours, and places for the meeting of committees for the regular sessions and during the interim, and deliver a copy of same to each Senator, provided, however, that such scheduling shall not limit the powers of the chairman of a standing committee or subcommittee as provided in these rules.

Unless approved by the Committee on Rules and Calendar, no committee shall meet after the fiftieth (50th) day of any regular session except the Committee on Rules and Calendar.

2.10—When, where committees meet

Each committee shall regularly meet in the place assigned for its use by the Committee on Rules and Calendar, and notice of such assignment shall be posted by the Sergeant at Arms on a bulletin board provided for this purpose in the public corridor leading into the Senate Chamber. The committee chairman may arrange with the Committee on Rules and Calendar and the Sergeant at Arms for evening or other special meetings. No committee except the Committee on Rules and Calendar shall meet while the Senate is in session without the consent of the Senate.

2.11—Attendance by sponsor of bill

The introducer of a bill shall attend the meeting of the committee before which such bill is noticed as provided in these Rules. Such introducer may discharge this duty by sending another legislator, his aide or committee staff member, or any other representative possessed of written permission to speak for the bill in his behalf. Bills shall be considered when reached on the committee agenda notwithstanding the absence of the sponsor or anyone authorized by these Rules to appear on his behalf, unless a majority of the committee shall decide otherwise.

2.12—Order of business

Bills shall be considered in the order appearing in the notice required by these Rules, except that the chairman may, in his sole discretion, consider a bill out of

Committee time for consideration, reports — substitutes

its order to accommodate the presence of a Senator or Representative who is the prime introducer thereof.

A bill may otherwise be considered out of its order on the committee calendar upon unanimous consent obtained in the following manner: The Senator moving for such unanimous consent shall have, prior to the entertainment of such motion, orally given the committee not less than fifteen (15) minutes' notice of his intention to so move which said notice shall specify the number of the bill. The moving Senator shall be allowed one (1) minute upon the entertainment of such motion to explain his purpose, and unanimous consent shall then be given or refused without further debate.

2.13—Open meetings

All committee meetings shall be open to the public, subject always to the powers and authority of the chairman to maintain order and decorum. If any matter is reported on the basis of a poll of the committee, such matters shall be referred to such committee upon a point of order made prior to final passage thereof.

2.14—Time for consideration of bills

A bill which has been introduced and referred to committee can be removed only upon motion of the sponsor and by a two-thirds (2/3) vote of the membership present and voting; provided however, any bill which has been in committee fifteen (15) legislative days or more without an extension of time having been granted may be removed from committee upon motion of the sponsor. Such motion, when made, shall carry over for a period of five (5) legislative days to give the committee of reference time to meet. Failure of the committee to meet and consider such bill within said time will permit the sponsor of the bill to remove it from committee upon a point of order. Provided that no bill may be thus withdrawn from the Committee on Ways and Means during the first thirty (30) days of a regular session.

2.15—Standing committee duties in deliberation

It shall be the duty of standing committees to report all matters referred to them either (a) favorably, (b) favorably with committee amendment, (c) favorably with committee substitute as defined in these Rules, or (d) unfavorably.

Such reports shall also reflect (e) the time and place of the meeting at which the action was taken, and (f) the vote of each member of the committee on the motion to report each bill or resolution. A bill filed for introduction by a committee shall be accompanied by such report. The Secretary shall enter upon the Journal the action of the committee, which shall not include that portion of the report required by items (e) and (f). Reports of committees shall be preserved pursuant to law.

All matters referred to standing committees shall be reported by said committees with their recommendations thereon; and after such report has been received by the Secretary, no matter so reported shall be recommitted to a committee except by two-thirds (2/3) vote of the Senators present and voting in session.

A standing committee, in reporting a Senate measure, may draft a new measure embracing the same general subject matter, to be returned to the

Senate with the recommendation that the substitute be considered in lieu of the original measure. A Senate committee may not recommend a Senate committee substitute for a House bill. The substitute measure must be accompanied by the original measure referred to the committee and returned to the Secretary in the same manner as the favorable reporting of any other measure. No other standing committee of reference shall consider the original measure but shall direct its attention to the substitute measure. A committee receiving a committee substitute from a prior committee of reference may also report a committee substitute and shall not be precluded from doing so with the substance of the bill as originally introduced. When the original measure is reached upon the calendar, the substitute shall be read a first time by title, the original proposition shall be automatically tabled, and the substitute considered in lieu thereof without motion. The substitute shall carry the identifying number of the original and shall be returned to the Secretary in the same number of copies required for first introduction of a similar measure [an original (1) and six (6) exact copies]. Although a committee substitute may treat the substance of several bills pending before the committee, the committee report shall address itself to only one of such bills in reporting a committee substitute. The introducer of the original measure shall be shown by the committee secretary on the committee substitute unless the said introducer requests that his name be omitted. A committee substitute may be co-sponsored by any Senator whose signature is affixed to the original thereof.

All standing committee reports shall be signed by the chairman, or in his absence, the vice chairman, and shall be filed with the Secretary's office as soon as practicable, but not later than 4:30 p.m. on the next legislative day. These reports must be accompanied by the original bill. Each report by a committee must set forth the identifying number of the measure; if amendments are proposed by the committee, the words "with amendments" shall follow the identifying number. Committee amendments shall be typewritten in full on amendment forms, numbered serially, and attached to the measure. All measures reported unfavorably shall be laid on the table.

2.16—Standing subcommittee reports

It shall be the duty of standing subcommittees to report all measures referred to them directly to the parent standing committee, which shall promptly certify a copy thereof to the Secretary of the Senate. The standing subcommittee shall report all measures either (a) favorably, (b) favorably with committee amendments, (c) favorably with committee substitute as defined in these Rules, or (d) unfavorably.

Such reports shall also reflect (a) the time and place of the meeting at which the action was taken, and (b) the vote of each member of the subcommittee on the motion to report each bill or resolution.

A standing subcommittee may, in reporting a bill to the parent standing committee, draft a new measure, embracing the same general subject matter, to be returned to the parent standing committee with the recommendation that the substitute be considered in lieu of the original measure. The substitute measure must be accompanied by the original measure referred to the standing subcommittee and returned to the parent standing committee in the same manner as the favorable reporting of any other measure.

All standing subcommittee reports shall be signed by the chairman, or, in his absence, the vice chairman, and shall be made on forms prescribed by the Secretary of the Senate. Each report by a standing subcommittee must set forth the identifying number of the measure; if amendments are proposed by the standing subcommittee, the words "with amendments" shall follow the identifying number. Standing subcommittee amendments shall be typewritten in full on amendment forms, numbered serially and attached to the measure.

All bills reported unfavorably shall be laid on the table when the standing committee considers the standing subcommittee's report. Upon motion by any member of the committee, adopted by a two-thirds (2/3) vote of the committee members present, the same may be taken from the table. When a bill is thus removed from the table by a standing committee it shall receive a hearing de novo and witnesses shall be permitted to testify.

When a bill with a favorable report by a standing subcommittee is considered by the standing committee, no additional testimony of witnesses shall be permitted except upon vote of two-thirds (2/3) of the standing committee members present before final action is taken; however, debate by members of the standing committee shall be allowed.

2.17—Quorum of committee

A committee or standing subcommittee is actually assembled only when a quorum constituting a majority of the members of that committee is present in person. Any bill or resolution reported in violation of this rule shall be forthwith recommitted by the President when it is called to his attention by a Senator.

2.18—Prefiled bills

(a) Upon receipt from the Secretary of each prefiled bill, in the event the President has not previously designated a standing subcommittee of reference, the chairman of a committee shall either refer to a standing subcommittee, refer to a select committee as otherwise provided in these Rules or agenda for a meeting of the standing committee. In either event, the chairman shall concurrently notify the Secretary of the Senate of his action upon forms provided for such report. The chairman of the standing subcommittee, select committee, or of the standing committee thus possessing jurisdiction of a prefiled bill shall, with the concurrence of the President, determine the time and place for the hearing during which such bill is to be considered and notify the Secretary as required by these Rules.

(b) Committees having jurisdiction of prefiled bills shall expedite the business of such committee and shall file reports as soon as practicable after each hearing, except that the Committee on Ways and Means shall not be required to file such report of any prefiled bill defined in these Rules.

(c) A prefiled bill introduced solely by a Senator who will not be a Senator at the next ensuing regular session of the legislature shall be reported unfavorably without notice or hearing. A copy of each such bill shall be mailed to each committee member for the purpose of determining possible sponsorship. Such an automatic report shall not preclude the introduction of another bill of identical substance.

2.19—Conference committee in deliberation

Conference committees shall consider and report only on the differences

existing between the Senate and the House and no substance foreign to the bills before the conferees shall be included in the report or considered by the Senate.

2.19--Conference committee in deliberation (second paragraph) of a
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co A conference committee may only report by recommending the ing
cl: adoption of a series of amendments to the House or Senate bill ice
co which was the subject of the conference or it may offer an ny
or amendment striking everything after the enacting clause of any ny
or such bill referred to the committee. Such amendments shall
accompany the conference committee report which shall be
attached to the original measure submitted to conference.
In any event the conference committee may recommend, as part of to
in its report, the adoption or rejection of any or all of the es.
amendments theretofore adopted by either House. Conference
reports must be approved and signed by a majority of the the
co managers on the part of each House.
Senate taken prior to such reference to a conference committee shall preclude
further action on said measure as the Senate may determine.

After Senate conferees shall have been appointed for seven (7) calendar days and shall have failed to make a report, it is hereby declared to be a motion of the highest privilege to move to discharge said Senate conferees and to appoint new conferees, or to instruct said Senate conferees; further, during the last six (6) calendar days allowed under the Constitution for any regular session, it shall be a privileged motion to move to discharge, appoint, or instruct Senate conferees after the Senate conferees shall have been appointed thirty-six (36) hours without having made a report.

Majority of both committees

PART TWO—COMMITTEES — OFFICERS

2.20—Appointment of chairman and vice chairman

A chairman and a vice chairman of each standing committee shall be appointed by the President preceding the regular session held each odd-numbered year and shall continue in office at the pleasure of the President. The President shall also appoint a chairman for each standing subcommittee authorized by these Rules, and may designate a vice chairman, both of whom shall continue in office at the pleasure of the President.

2.21—Calls committee to order

The chairman or, in his absence, the vice chairman, shall call the committee to order at the hour provided by these Rules. Upon the appearance of a quorum the committee shall proceed with the order of business. Any member of the committee may question the existence of a quorum.

2.22—Chairman's control

The chairman or vice chairman shall preserve order and decorum and shall have general control of the committee room. In case of a disturbance or disorderly conduct in the committee room, he may cause the same to be cleared.

2.23—Chairman's authority; appeals

The chairman shall sign all notices, vouchers, subpoenas or reports required or permitted by these Rules. He shall decide all questions of order, subject to an appeal by any Senator, which appeal shall be certified by the chairman to the

Committee officers; members, attendance and voting

Senate for a decision by the President during the daily session of the Senate next following such certification which ruling shall be entered in the Journal and shall constitute binding precedent upon all committees of the Senate. A ruling by the President on any question certified shall be subject to appeal as any other question. The chairman may, or upon the vote of a majority of the committee shall, certify a question of parliamentary procedure to the President as contemplated by the rule without a formal appeal. Such a certified question shall be disposed of by the President as if it had been on appeal. The perfection of an appeal or the certification of a question pursuant to this rule shall not constitute an automatic stay to further legislative action on the measure under consideration.

2.24—Chairman, Vice Chairman: vote

The chairman and vice chairman shall vote on all matters before such committee, provided that the name of the chairman shall be called last.

2.25—Temporary alternate to Chairman

The chairman may name any member of the committee to perform the duties of the chair provided that such substitution shall not extend beyond such meeting. In his absence and omission to make such appointment, the vice chairman shall act during his absence.

2.26—Vice Chairman duties

Upon the death, incapacitation or resignation of the chairman, the vice chairman shall perform the duties of the office until and unless the President shall appoint a successor. In the absence of the chairman, the vice chairman shall act as chairman. Upon the death, incapacitation or resignation of the chairman, the President shall appoint a new chairman.

PART THREE—COMMITTEES — MEMBERS

2.27—Members' attendance, voting, proxy

Every member of a committee shall be in attendance during each of its meetings, unless excused or necessarily prevented, and shall vote on each question except that no member of a committee shall be required or permitted to vote on any question immediately concerning his private rights as distinct from the public interest.

No member of any committee shall be allowed to vote by proxy. A majority of all the committee members present shall agree by their votes upon the disposition of any bill or other matter considered by the committee.

The chairman may excuse any Senator for just cause from attendance on the meetings of his committee for any stated period, and such excused absence shall be noted on the records of such committee.

Failure to attend two (2) consecutive regular meetings, unless excused from attendance in the Senate on those days as provided in these Rules or by the chairman of the committee, shall constitute automatic withdrawal from the committee.

PART FOUR—COMMITTEES — VOTING

2.28—Taking the vote

The chairman shall declare all votes and shall cause same to be entered on the records of the committee, but if any member questions a vote, then upon a showing of hands by three (3) members, the chairman shall take the sense of the committee by yeas and nays. In all cases where the committee shall be equally divided, the question shall be lost.

Prior to the announcement of the result of a roll call, notice shall be taken in the records of the committee of the request of any Senator to (1) change his vote or (2) vote. After the vote has been announced, a Senator with unanimous consent may change his vote or vote on the measure except that no such change of vote or vote shall be valid where such vote would alter the final action of the committee until the measure shall first have been recalled to the committee for further consideration. Upon request of a member prior to consideration of other business, the chairman shall order a verification of a vote.

2.29—Pairing prohibited

No pairing shall be permitted by the committee.

2.30—No person votes for another

No Senator shall vote for another Senator, nor shall any person not a Senator cast a vote for a Senator. In addition to such penalties as may be prescribed by law, any Senator who shall vote or attempt to vote for another Senator may be punished in such a manner as the Senate may deem proper. Any person not a Senator who shall vote in the place of a Senator shall be excluded from the committee for the remainder of the session, in addition to such punishment as may be prescribed by law.

2.31—Explanation of vote

No Senator shall be permitted to defer or explain his vote during a roll call, but may reduce his explanation to writing; and upon filing with the chairman, this explanation shall be retained as a part of the committee record and a copy thereof filed with the Secretary of the Senate.

PART FIVE—COMMITTEES — MOTIONS AND PRECEDENCE

2.32—Motions; how made, withdrawn

Every motion may be made orally. Upon request of the chairman, a Senator shall reduce his motion to writing. After a motion has been stated or read by the chairman, it shall be deemed to be in possession of the committee without a second, and shall be disposed of by vote of the committee. The mover may withdraw a motion, except a motion to reconsider, as hereinafter provided, at any time before the same has been amended, or before a vote thereon shall have been commenced.

2.33—Motions: Precedence

When a question is under debate, the chairman shall receive no motion except:

1. To rise
2. To take a recess

Committees — division of question, reconsideration; Amendments

3. To reconsider
4. To limit debate
5. To temporarily pass
6. To postpone to a day certain
7. To commit to a select subcommittee
8. To amend

which several motions shall have precedence in the descending order given.

The chairman shall propound all questions in the order in which they are moved unless the subsequent motion be previous in nature.

When any motion is under consideration, but prior to the commencement of the vote thereon, a substitute motion shall be in order. Only one substitute shall be entertained and the substitute shall be in the same order of precedence.

2.34—Division of question

Any Senator may call for a division of a question when the sense will admit of it. A motion to strike out and insert shall be deemed indivisible; a motion to strike out, being lost, shall neither preclude amendment nor a motion to strike out and insert.

2.35—Reconsideration generally

When a question has been decided by a committee any Senator voting with the prevailing side, or when a question has been decided by voice vote, any member, during the meeting at which the vote was taken, may move the reconsideration thereof. Such motion may be made pending a motion to rise or if the time of adjournment has arrived. Consideration of a motion to reconsider shall be a special and continuing order of business for the succeeding committee meeting, and, unless considered during such meeting, shall be considered abandoned. If the committee shall refuse to consider or, upon consideration, shall confirm its first decision, no further motion to reconsider shall be in order except upon unanimous consent. During the last fourteen (14) days of a regular session, a motion to reconsider shall be made and considered during the meeting at which the original vote was taken.

2.36—Reconsideration; vote required

The motion to reconsider shall require for its adoption the affirmative votes of a majority of the committee present and voting.

2.37—Reconsideration; debate allowed

Debate shall be allowed on a motion to reconsider only when the question which it is proposed to reconsider is debatable. Where debate upon motion to reconsider is in order, no Senator shall speak thereon more than once nor for a period longer than five (5) minutes.

2.38—Reconsideration; collateral matters

A motion to reconsider a collateral matter must be disposed of during the course of the consideration of the main subject to which it is related, and such motion shall be out of order after the committee has passed to other business.

PART SIX—COMMITTEES — AMENDMENTS

2.39—Form, manner of consideration

Amendments shall be filed with the chairman on forms prescribed by the

Committees — amendments; Decorum and Debate

Secretary but shall be considered only as sponsors, who are members of the committee, gain recognition from the chairman to move their adoption. An amendment shall be deemed pending only after its sponsor has been recognized by the chairman and has moved its adoption. Amendments which have been filed with the chairman, the adoption of which have not been formally moved, shall not be deemed to be pending. No proposition on a subject different from that under consideration shall be admitted under color of amendment.

2.40—Sequence of amendments to amendments

An amendment to a pending amendment may be received, but until it is disposed of, no other motion to amend will be in order, except a substitute amendment or an amendment to the substitute. Such amendments are to be disposed of in the following order: (1) Amendments to the amendment are acted upon before the substitute is taken up. (2) Amendments to the substitute are next voted on. (3) The substitute then is voted on. The adoption of a substitute amendment in lieu of an original amendment shall be treated and considered as an amendment of the bill itself.

2.41—Striking all after enacting clause

A proposal to strike out all after the enacting clause or the resolving clause of a bill or resolution, and insert new matter of the same general subject as stated in the original title, shall be deemed proper and germane and shall be treated as an amendment.

2.42—Amendment by section

The adoption of an amendment to a section shall not preclude further amendment of that section. If a bill or resolution is being considered section by section or item by item, only amendments to the section or item under consideration shall be in order. The chairman shall, in recognizing Senators for the purpose of moving the adoption of amendments, endeavor to cause all amendments to section 1 to be considered first, then all those in section 2, and so on. After all sections have been considered separately, the whole bill shall be open for amendment.

2.43—Senate amendments to House bills

Any House bill may be amended in the same manner as a Senate bill.

PART SEVEN—COMMITTEES — DECORUM AND DEBATE

2.44—Decorum and debate

When any Senator desires to speak or deliver any matter to the committee, he shall respectfully address himself to "Mr. Chairman" and, on being recognized, may address the committee and shall confine himself to the question under debate, avoiding personality. A Senator shall not address or refer to another Senator by his or her first name. In all such cases, a Senator shall appropriately use the appellation of Senator or such appellation and the surname of the Senator referred to or addressed.

2.45—Chairman's power to recognize

When two (2) or more Senators speak at once, the chairman shall name the Senator who is to be first recognized.

Committees — decorum and debate; appeals

2.46—Interruptions: when allowed

No Senator shall be interrupted by another without the consent of the Senator who has the floor, except by rising to a question of privilege, a point of order requiring an immediate ruling, an appeal from the decision of the chairman concerning a point of order (if the appeal is made immediately following the decision), a parliamentary inquiry requiring an immediate reply, or to question the existence of a quorum. The chairman shall strictly enforce this rule.

2.47—Speaking rights

When a member is speaking and another member interrupts to request recognition, it is the right of the chairman to permit the person rising to state why he desires the floor; if the question he desires to raise is entitled to precedence, the member originally speaking should relinquish the floor until the question having precedence is disposed of, but he is entitled to resume the floor as soon as the privileged question has been disposed of.

The member making a debatable motion or the primary introducer of a bill, whether or not a member of the committee, shall have five (5) minutes in order to close debate.

2.48—Time for debate

No Senator shall speak for any longer period of time than ten (10) minutes without yielding the floor, except by consent of a majority of the Senators present.

2.49—Limitation on debate

When a measure is under debate by the committee, it shall be in order for a Senator to move to limit debate, and such motion shall be decided without debate, except that the introducer of the measure shall have five (5) minutes within which to discuss said motion and he may divide his time with, or waive it in favor of, some other member. If, by a two-thirds (2/3) vote of the Senators present, the question is decided in the affirmative, debate shall be limited accordingly. The time allotted by such limitation shall be apportioned by the chairman.

2.50—Priority of business

All questions relating to the priority of business shall be acted on and shall be decided without debate.

2.51—Questioning right to vote

A point of order questioning the right of a member to vote on account of interest may be raised after the vote has been recorded and before the result is announced.

2.52—Appeals

The proper method of taking exception to a ruling of the chairman is by appeal. An appeal from a decision of the chairman must be made promptly, and before debate has concluded or other business has intervened. A point of order on any other question is not in order while an appeal is pending, but a point of order relating to the appeal may be raised; if the determination of the appeal is dependent on this point, it may be decided by the chairman. This second decision is also subject to appeal.

2.53—Appeals debatable

An appeal from a decision of the chairman on a point of order is debatable even though the question out of which it arose was not debatable.

RULE THREE

BILLS, RESOLUTIONS, AND MEMORIALS

3.1—Form of measure

(a) General Form. All bills shall be typewritten, double spaced, in a type size of pica or larger, and of the color of black, without erasure or interlineation, on plain white paper of a common legal size. The copies must be exact duplicates of the original. The top margin of the first page shall be at least two (2) inches, and aligned on the page substantially according to the following form:

A bill to be entitled

An act _____

(TRIPLE SPACE)

Be It Enacted by the Legislature of the State of Florida:

(TRIPLE SPACE)

Section 1 _____

Section 2 _____

(b) Bill Backing. The original must be backed in a folder-jacket signed by the sponsor(s), with six (6) exact copies which are backed with jackets prescribed by the Secretary and furnished by the Sergeant at Arms. On these jackets shall be inscribed the name and district number of the introducer and any co-introducers, or the introducing committee and its chairman, and enough of the title for identification. The six (6) copies must have clearly stamped on the jacket, one of each at the space provided for the number, "Duplicate", "Third Copy", "Fourth Copy", "Fifth Copy", "Sixth Copy", "House Copy".